

**Information Management  
THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS)**

**History.** This printing publishes a revision of FORSCOM Supplement 1 to AR 25-400-2, dated 15 January 2001.

**Summary.** This supplement covers unique requirements at FORSCOM installations/CONUSA/USARC relating to The Modern Army Recordkeeping System (MARKS). It requires the appointment of a Records Management Coordinator in each staff office/directorate and states the coordinators responsibilities. Also, it provides instructions for preparing FORSCOM 350-R, List of File Numbers. File labels on folders in three positions are no longer applicable.

**Applicability.** Commanders of USARC, CONUSA, and FORSCOM installations, and activities reporting directly to FORSCOM, who have a records manager coordinator appointed under AR 25-1 (The Army Information Resources Management Program) and all staff offices, directorates, and units, as applicable.

**Interim changes.** Interim changes to this supplement are not official unless they are authenticated by the Deputy Chief of Staff for Command, Control, Communications and Computers, (DCSC4). Users will destroy changes on their expiration dates unless sooner superseded or rescinded.

**Supplementation.** Proposed supplementations to this regulation must be forwarded through this headquarters, DCSC4 (AFCI-ICA-RM), to HQDA (DAPE-ZXI-RM), 300 Army Pentagon, Washington, D.C. 20310-0300, for approval prior to publication.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for HQ FORSCOM, FORSCOM installations, FORSCOM units on non-FORSCOM installations, HQ USARC, USAR, CONUSA, and ARNG.

**Copies Furnished:**

HQ FORSCOM (AFCI-ICA) (record set)

AR 25-400-2, 15 January 2001, is supplemented as follows:

**Page 1, paragraph 1-4, Responsibilities:** Add subparagraphs f-h.

**f. Records Management Coordinators.**

- (1) Ensure there is a viable and effective records management program within their organization.
- (2) Ensure all records are identified and labeled.
- (3) Ensure all Lists of File Numbers (FORSCOM Form 350-R) for their staff office/directorate or unit are prepared IAW Appendix A.
- (4) Ensure the Lists of File Numbers is signed in the "Records Custodian" block by the individual responsible for maintaining the files in their respective area; i.e., division/branch, etc.
- (5) Ensure that all lists of File Numbers are forwarded to your local Records Management Section (RMS) for approval.
- (6) Ensure that all Lists of File Numbers are updated on an annual basis.
- (7) Ensure files and filing equipment are properly labeled and maintained to facilitate filing, searching, and disposition of records. This includes paper, film, and electronic records.
- (8) Ensure records requiring transfer to the Records Holding Area (RHA) are transferred IAW the file numbers disposition instructions.
- (9) Ensure SF Form 135, Records Transmittals and Receipt, is submitted to the RMS prior to transferring records to the RHA.

**Suggested improvements.** The proponent of this supplement is the Deputy Chief of Staff for Command, Control, Communications, and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Deputy Chief of Staff for Command, Control, Communications and Computers (AFCI-ICA-RM), FORSCOM, 4599 N 2nd, Forest Park, GA 30297-5122.

**Restrictions.** Approved for public release; distribution unlimited. Local reproduction is authorized.

**FOR THE COMMANDER:**

**OFFICIAL:** LEON J. LAPORTE  
Lieutenant General, USA  
Deputy Commanding General/  
Chief of Staff

**//Signed//**  
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## **FORSCOM Supplement 1 to AR 25-400-2**

(10) Act as the staff office/directorate liaison official with the RMS.

g. Staff Office Chief/Director. Each staff office/director will appoint an individual to serve as the Records Management Coordinator representing that staff office/directorate. Furnish a copy of the appointment to the DCSC4 Records Management Section.

h. Unit S1/Adjutants. S1/Adjutants will perform the functions of Records Management Coordinators for their unit as a part of their normal duties and need not be appointed.

**Page 3, paragraph 2-1, Prescribing Directives:** Add subparagraph c.

c. Requests for new or revised file numbers from FORSCOM installations/agencies/activities will be sent through this headquarters, DCSC4 (AFCI-ICA-RM). Local record managers should screen these requests to preclude duplication and verify filing requirements.

**Page 14, paragraph 5-13, List of File Numbers:** Add subparagraph c-e.

c. FORSCOM Form 350-R, 1 January 2001, Lists of File Numbers, should be used by all FORSCOM activities. A local form will not be developed for this purpose.

d. Prepared original copies of FORSCOM Form 350-R will be submitted in October for FY files and in January for CY files. They will be reviewed, corrected, approved and returned within 14 days. The approval authority will retain one copy of the approved FORSCOM Form 350-R.

e. Ensure that all Lists of File Numbers are updated on an annual basis. This is normally accomplished within thirty days from the start of the fiscal year (FY) or calendar year (CY), as applicable. The FORSCOM Form 350-R is available for download in Form Flow on the FORSCOM Home Page (Publications and Forms) at [www.forscom.army.mil](http://www.forscom.army.mil). Ensure that all Lists of File Numbers are updated as major changes occur; such as when numerous files are added or deleted. Addition or deletion of one or two file numbers can be made by contacting the installation RMS and requesting a pen and ink change to your FORSCOM Form 350-R. When three or more changes are made, resubmit a new FORSCOM Form 350-R to the installation RMS for approval.

**Page 16, paragraph 6-2, Labeling:** Add subparagraph h.

h. Folder label positions.

(1) When using lateral filing equipment, place the label in either the first or third position, whichever provides the best access to identify the folders. The requirement to place file labels on folders in three positions to indicate final disposition of the records is no longer applicable.

(2) Open-shelf files. Except in cases where records have a retention period of 5 years or longer, file labels may be placed in the first or third position, whichever is nearer the file aisle, when open shelf equipment is used.

(3) Other systems. Folders under systems other than MARKS (for example, TOP SECRET), may be arranged by control number (s), project or exercise name, organization activities to which they relate, or other methodology (ies) or similar patterns that will aid in their retrieval.

**Page 20, paragraph 7-3, Disposition Instructions:** Add subparagraph d.

d. Requests for deviations from prescribed disposition instructions for early transfer of files to the RHA must be submitted to your local RMS. Submit requests to Records Management Branch, identifying the file number, title, volume in linear feet, and the reason for early transfer. (One standard file drawer will hold two (2) linear feet of files.)

**Page 23, paragraph 9-5, Preparing SF 135 and SF 135-A:** Add subparagraph g.

g. Ensure SF Form 135, Records Transmittals and Receipt, is submitted to the RMS prior to transferring records to the RHA. Ensure SF 135(s) is prepared IAW Appendix B. Activities requesting to transfer records to the RHA must furnish three (3) copies of the SF 135(s) to the RMS. RMS will review and approve the SF 135(s), assign box locations, and return the approved SF 135(s). Personnel from the RMS will contact the staff office to set up a date to transfer the records. If necessary, arrange for a detail to unload the records being transferred to the RHA and place them in the assigned shelf positions. It is the responsibility of the staff office/directorate to unload the records and place them in their assigned locations. Every activity is responsible for shelving/pulling their own records. The RHA is ONLY a holding area and the activity retains responsibility for all records actions.

**Page 26, 9-13: Shipping Containers:** Add subparagraph f.

f. Obtain shipping containers for transferring records from the General Services Administration Customer Supply Center. Records transferred in unauthorized containers will not be accepted.

**APPENDIX A, part B****INSTRUCTIONS FOR COMPLETING LIST OF FILE NUMBERS  
FORSCOM FORM 350-R (1 Jan 2001)**

<u>BLOCK TITLE</u>	<u>INSTRUCTIONS</u>
Page ___ of ___ Pages	Self explanatory
Date	Self explanatory
Unit or Organization	Unit name, address, city, state, & zip code
Records Custodian	The signature of the person responsible for the files
Approved by the RMD (signature & date)	A representative from the RMB will sign here
File Number	Self explanatory
CY / FY	Place an "X" in the column that applies
File Title	Use file title as given at <a href="http://www.rmda.belvoir.army.mil">http://www.rmda.belvoir.army.mil</a>
Classified / Unclassified	Place an "X" in the column that applies
Privacy Act System Notice	If a Privacy Act System Notice Applies enter the number here. Privacy Act System Notice are listed under the file titles at the above web address.
Media	Type the word tape, paper, electronic or microform here.
Transfer to RHA	If you are serviced by a RHA, indicate whether records will be transferred to the RHA with either a yes or no. <b>NOTE:</b> AR 25-400-2 requires records with a retention period of three (3) years or longer be transferred to the RHA, unless the disposition says to destroy them in the CFA (current files area).

LIST OF FILE NUMBERS <small>(FORSCOM Suppl 1 to AR 25-400-2)</small>			EXAMPLE	APPENDIX A		DATE	
			Page	1	of 2	Pages	
UNIT OR ORGANIZATION YOUR UNIT			RECORDS CUSTODIAN <i>(Signature)</i> PERSON RESPONSIBLE FOR FILES			APPROVED BY RMD <i>(Signature/Date)</i> RMD SIGNS HERE	
FILE MEDIA NUMBER	CHECK ONE	FILE TITLE/BRIEF DESCRIPTION (Use file title as given at http://www.rmd.belvoir.army.mil/markst.htm or the Army Electronic CD-ROM, EM 0001)	CHECK ONE		PRIVACY ACT SYSTEM NOTICE	MEDIA IDENTIFICATION	TRANSFER TO RHA
	CY		FY	Classified			
1a		OFFICE FILE NUMBERS		X		PAPER	NO
1b	X	OFFICE GENERAL MANAGEMENT		X		PAPER	NO
1c		OFFICE INSPECTIONS AND SURVEYS		X		PAPER	NO
1e		HOUSEKEEPING INSTRUCTIONS		X		PAPER	NO
1f		OFFICE ORGANIZATIONAL FILES		X		PAPER	NO
1o	X	OFFICE FINANCIAL FILES		X		PAPER	NO
1w	X	OFFICE GENERAL PERSONNEL FILES		X	A0001SAIS	PAPER	NO
1y	X	OFFICE PERSONNEL REGISTERS		X	A0001aTAPC	PAPER	NO
1z		OFFICE PERSONNEL LOCATOR		X	A0001DAPE	PAPER	NO
1jj		REFERENCE PUBLICATIONS		X		PAPER	NO
1oo		POLICIES AND PRECEDENTS		X		PAPER	NO
25	X	GENERAL INFORMATION MANAGEMENT CORRESPONDENCE FILES		X		PAPER	NO
25-1g	X	INFORMATION MANAGEMENT SURVEYS		X		PAPER	YES

11 X 8 1/2

FORSCOM Form 350-R, 1 Jan 2001 EDITION OF 1 OCT 89 WILL BE USED UNTIL EXHAUSTED.

## APPENDIX A

LIST OF FILE NUMBERS

ENRSCON Sintel 1 to AB 25400.21

FORSCOM Form 350-R, 1 Jan 2001

EDITION 9 OF 1 OCT 89 WILL BE USED UNTIL EXHAUSTED.

11 X 8 1/2

**INSTRUCTIONS FOR COMPLETION OF STANDARD FORM 135****FOR COMPLETION BY THE TRANSFERRING AGENCY**

Items 1, 2, 3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

- (a) **Accession Number.** A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the records center. The accession number is entered in three parts, consisting of:
- (a) The NARA record group number assigned to the records of the agency making the transfer;
  - (b) The last two digits of the current fiscal year; and
  - (c) A four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)
- (d) **Volume.** Enter the volume in cubic feet of each series of records being transferred.
- (e) **Agency Box Numbers.** Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1.) To facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.
- (f) **Series Description.** Describe the records in sufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.
- (g) **Restriction.** Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access to certain agency officials, are to be specified by a statement in the Series Description column (f).

**Restrictions**

<b>Code</b>	<b>Restrictions</b>
Q	Q security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use-witnessed disposal not required (specify in column (f))
W	Restricted use-witnessed disposal required (specify in column (f))
N	No restrictions

- (h) **Disposal Authority.** For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARA disposal job and item number if it has not been incorporated into an updated agency schedule.
- (i) **Disposal Date.** Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.
- FOR COMPLETION BY THE RECORDS CENTER**
- Item 4 is self-explanatory. Specific instructions for item 6 are as follows:
- (j) **Location.** The records center annotates the shelf location of the first carton for each series of records.
- (k) **Shelving Plan.** The records center enters the appropriate code from Chap. 7-10e, HB, Records Center Operations (NAR P 1864.1A), to reflect the shelving system.
- (l) **Container Type.** The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
- (m) **Automatic Disposal.** The records center enters either Y (yes) to indicate automatic disposal applies or N (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.

Use Standard Form 135-A, Records Transmittal and Receipt  
Continuation, when additional space is required for listing records data.

RECORDS TRANSMITTAL AND RECEIPT						PAGE 1	OF 2			
1.10 (Complete the address for the records center serving your area as shown in 36 CFR 122.150) <b>Federal Records Center</b>						Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.				
RECORDS HOLDING AREA <b>FORT GILLEM, GA 30297-5122</b>						5. FROM (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)				
						DIRECTORATE OF LOGISTICS ATTN: AFLG STREET ADDRESS CITY, STATE, ZIP CODE				
						Field Line				
<p>2. AGENCY TRANSFERRING AGENCY OFFICIAL (Signature and title) <b>RECORDS MANAGEMENT COORDINATOR // SIGNED //</b></p> <p>3. AGENCY CONTACT TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone number) <b>Name of Records Management Coordinator, office and telephone number</b></p> <p>4. RECORDS CENTER RECEIPT RECORDS RECEIVED BY (Signature and title) <b>To be signed by the Records Management Branch (RMB)</b></p>						DATE 1 JAN 01	DATE date signed			
						6. RECORDS DATA				
RG (a)	FY (b)	NUMBER (c)	AGENCY BOX NUMBERS (d)	SERIES DESCRIPTION (With inclusive dates of records) (e)	RESTRICT (f)	DISPOSAL AUTHORITY (Schedule and item number) (g)	DISPOSAL DATE (h)	LOCATION (i)	COMPLETED BY RECORDS CENTER (j)	
				MILITARY PERSONNEL DIVISION FORT MCPHERSON, GA 30330-1062		AR 25-400-2				
				HISTORICAL DATA: (IF ANY)						
				PERMANENT ORDER BACKGROUND FILES (1999)						
3	1 / 3			PERMANENT ORDERS 1-1 THRU 300-0	N	600-8-105b	2024			
2 / 3				PERMANENT ORDERS 300-1 THRU 650-0	N	600-8-105b	2024			
3 / 3				PERMANENT ORDERS 650-1 THRU 999-9	N	600-8-105b	2024			
				PERSONNEL-TYPE ORDERS (1999)						
3	1 / 3			PERSONNEL-TYPE ORDERS 2-1 THRU 50-200	N	600-8-105a	2055			
2 / 3				PERSONNEL-TYPE ORDERS 50-201 THRU 100-250	N	600-8-105a	2055			
3 / 3				PERSONNEL-TYPE ORDERS 100-251 THRU 198-100	N	600-8-105a	2055			
										135-107

Standard Form 135 (Rev. 7-65)  
Prescribed by DOD  
GSA FPMR (41 CFR) Part 101-11  
FPMR (41 CFR) 101-11.10

## **FORSCOM Supplement 1 to AR 25-400-2**

RECORDS TRANSMITTAL AND RECEIPT (Continuation)							TRANSFERRING AGENCY'S NAME DIRECTORATE OF LOGISTICS ATTN: AFLG STREET ADDRESS CITY, STATE, ZIP CODE		DATE 1 JAN 01		PAGE 2 OF 2 PAGES	
ACCESSION NUMBER		AGENCY BOX NUMBERS		VOLUME (ex. #.)		SERIES DESCRIPTION (With inclusive dates of records)		RESTRICTIVE		COMPLETED BY RECORDS CENTER		
RG	FY	NUMBER		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
				2	1 / 2		PERMANENT ORDER RECORD SETS (1999)	N	600-8-105c	PERM		
					2 / 2		PERMANENT ORDERS 1-1 THRU 500-1	N	600-8-105c	PERM		
							PERMANENT ORDERS 500-10 THRU 998-1					

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135-204

Standard Form 135-A (Rev. 7-85)  
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